



TO: Authorized Representatives  
NSLP-Seamless Summer Option Applicants

FR: Julie McCord, Program Specialist  
Child & Adult Nutrition Services

DT: February 1, 2014

RE: Seamless Summer Feeding Application/Agreement

Welcome to the Child Nutrition Programs. In order to receive federal funds for meals served and USDA foods, a local agency must have an approved application and signed agreement on file with the Child and Adult Nutrition Services (CANS). The Seamless Summer application can be downloaded from the CANS website <http://doe.sd.gov/cans/sfsp.aspx>. If you cannot access the web, call the CANS office at (605) 773-3413 and we will fax or mail an agreement packet with a copy of the instructions in this cover letter. A completed application must be returned to the Child & Adult Nutrition Services by **April 8, 2014**, for a timely approval before school ends and your summer program begins. Sign up for training March 27, 2014, by registering at [http://doe.sd.gov/cans/documents/Summer\\_14.pdf](http://doe.sd.gov/cans/documents/Summer_14.pdf).

Only school food authorities who offer National School Lunch Program (NSLP) are eligible to participate in the Seamless Summer Option. The Local Agency must be able to demonstrate administrative capability and financial viability needed to properly operate child nutrition programs. If the Local Agency has successfully operated the NSLP or the School Breakfast Program (SBP) in the past, then the agency is eligible to operate the Seamless Summer Option. Approval of Seamless Summer applications may be delayed if NSLP AR or AAR corrective action is overdue. We will not be allowed to reimburse meals for Seamless Summer program until the date is approved and going forward.

This is a friendly reminder to those ordering USDA Foods to plan and order for summer with your May delivery which will be open **March 3 – March 10, 2014 on iCAN**. The order will close at 9 am on March 10, 2014.

The application packet can be submitted to CANS at any time prior the start of the summer program. It will be acceptable to return as a paper copy to CANS or can be submitted as an e-mail attachment with the exception of Part 1, Page 4 which if there are any staff changes must show the changes since it was

Child and Adult Nutrition Services – DOE  
Website: <http://doe.sd.gov/cans/sfsp.aspx>  
This agency is an equal opportunity provider.

submitted last fall with the NSLP application and an additional signature of the authorized representative; along with the Part 2 Seamless Summer application which also requires an original signature of the authorized representative.

**If completing application forms online – before printing, be sure to remove any extra spaces before saving and printing the documents.** A brief description of what is needed to complete the NSLP-Seamless Summer Option application is as follows:

**Part 1** (page 1-4) Combined Application was submitted by your school earlier this year as required for NSLP. Send a copy with any changes and signed by the authorized representative. If you are not making changes to Part 1, you do not need to submit it.

**Part 2** (page 1) is the application for the Seamless Summer Option. The agency should submit one copy of Part 2, additional documentation as requested on page 2. *NEW section for those returning is the Mobile Feeding site question – if this is a mobile feeding site then answer yes ,if not answer no.*

**Part 3** (page 1-4) is the description of the Seamless Summer Option. Read this part carefully and keep on file with your application. *NEW for those returning is updated USDA Policy Memos.*

**Part 4 - Attachments** this section is to be completed and returned as applicable. Everyone will completes either Attachment A or B; **Attachment C** is required, and Attachment K is optional for outdoor sties. Copies of the printed articles, posters, etc. as proof of documentation must be kept for Seamless Summer Reviews as part of the documentation for the SSO Administrative Review. *NEW for returning schools is the Attachment K which is a Demonstration Project for non-congregate feeding for outdoor feeding sites experiencing excessive heat released January 10, 2014 and the Non-discrimination statement released June 20, 2013 and updated on Attachment A and B.*

The new statement says:

*The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

As stated above, all protected bases do not apply to all programs, *“the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.”*

Applications can be sent in by April 8, 2014 for approval. Please return your application as soon as possible to ensure that it is processed in a timely manner.

Child & Adult Nutrition Services staff must approve contracts with meal vendors and food service management companies (FSMC). The contracts must meet federal contract standards as well as state law, where applicable. Make sure the contracts extend through the summer meal service period, please contact CANS for assistance with these if you have questions.

Reimbursement rates for the program year and claim forms will be provided from the CANS National School Lunch and Breakfast website <http://doe.sd.gov/cans/nslp.aspx>.

#### Claim due dates for Summer 2014

When the due date falls on a weekend or holiday, the claim is due the following business day.

Regular NSLP and Seamless Summer Lunch/Supper/Supplements or Snacks should be submitted on same claim form. Use the School Breakfast claim form for breakfast. Claim due dates and instructions are available at <http://doe.sd.gov/cans/documents/Claimdues.pdf>.

Claim Month:	Due Date	(60 days)	(90 days)
		Final Deadline	Upward Revisions Due
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28

New rates announced mid-July (Cannot combine June and July claims since they are different rates and different fiscal years)

July	Aug 10	Sep 29	Oct 29
Aug	Sep 10	Oct 30	Nov 29

Contact Julie McCord at (605) 773-3110 or e-mail [julie.mccord@state.sd.us](mailto:julie.mccord@state.sd.us) if there are any questions.